



## **EXECUTIVE ASSISTANT, OFFICE OF THE DIRECTOR OF OPERATIONS**

It is acknowledged that Central Okanagan Public Schools operates within the unceded, Traditional Territory of the Okanagan syilx peoples. The School District enrolls over 25,500 students (including over 3,200 students who self-identify as having First Nations, Metis, and/or Inuit ancestry). Central Okanagan Public Schools is located in the Central Okanagan encompassing the communities of Peachland, West Kelowna, Kelowna, and Lake Country. There are a total of 51 school sites with 33 Elementary Schools, 8 Middle schools, 5 Secondary Schools, 3 Learning Centres, an Alternate Education School, and an Online Learning School (K-12). Central Okanagan Public Schools has an excellent reputation for providing outstanding, student-centered programs in a diverse and inclusive environment as well as offering a wide range of educational opportunities for students and staff.

Applications are invited for the excluded staff position of Executive Assistant, Office of the Director of Operations, to join the District's Operations Team. This is an exempt position with a competitive salary range of \$67,411 to \$84,264 plus benefits package, including participation in a defined benefit pension plan.

### **Key Duties and Responsibilities:**

- providing confidential administrative support to the Director of Operations. This may include confidential human resources, labour relations, and Ministry of Education and Child Care strategic assistance.
- maintaining a comprehensive and specific knowledge of the organization, collective agreements, policies, and administrative procedures of the District and legislation.
- supporting communication and reports for the Senior Operations Leadership Team and assisting in the maintenance of District records and data information systems.
- ensuring the maintenance of positive communications and favorable relations between the office of the Director of Operations and all levels of the organization, municipalities, partnership groups, external agencies, and members of the general public.
- preparing, publishing, and distributing a wide range of publications, memoranda, reports and presentations while meeting multiple deadlines.
- facilitating Ministry of Education and Child Care reporting as well as the development of Board of Education materials for committee and board meetings.
- administering and initiating capital projects with minimal supervision, in conjunction with the day-to-day operations of the Office of the Director of Operations.
- maintaining professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.
- working in partnership with the Office of the Superintendent of Schools/CEO and the Office of the Secretary Treasurer/CFO and Human Resources.
- perform other duties and tasks as assigned by the Director of Operations or designate.
- a valid BC driver's license and ability to travel to various schools/facilities within the District.

## Qualifications and Experience:

- completion of Grade 12 supplemented by a post-secondary Office and/or Business Administrative diploma.
- minimum of 5 years of recent and extensive experience at the executive assistant level.
- proficiency with technology including Microsoft Office and willing to learn SparkRock.
- demonstrated flexibility, significant attention to detail, initiative, and the ability to work under pressure and deadlines in a wide variety of assignments with minimum supervision.
- requirement to attend evening and weekend meetings where necessary.
- strong attention to detail and accuracy with demonstrated organizational and prioritization abilities.
- strong critical thinking, troubleshooting, problem-solving and decision-making skills.
- demonstrate strong interpersonal skills and highly effective communication skills.
- proven ability to plan and follow up on projects to ensure tasks are completed in a timely manner.
- ability to maintain professional communication and confidentiality with outside agencies; and
- ability and desire to work as part of the team of Executive Assistants providing support to senior staff and the Board of Education.

Please apply through Make a Future at: <https://bit.ly/3WWh9wY>

Include a letter of application, complete with a comprehensive resume, copies of supporting documentation, and references **no later than 8:00 a.m., Friday, September 20, 2024.**



**Central Okanagan  
Public Schools**  
Together We Learn

Bob McEwen  
Executive Director of Human Resources  
Central Okanagan Public Schools